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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



THOMAS D. WATKINS, JR.  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

**FISCAL YEAR 2004  
CHILD AND ADULT CARE FOOD PROGRAM  
OPERATIONAL MEMO #20**

**TO:** Child and Adult Care Food Program Institutions

**FROM:** Mary Ann Chartrand, Director  
Grants Coordination and School Support

**DATE:** August 9, 2004

**SUBJECT: Providing Infant Formula and Age-Appropriate Infant Food**

Each center **must** offer to provide infant formula and age-appropriate infant foods for each infant in its care. The Child and Adult Care Food Program does not discriminate in any aspect of delivery of program benefits. This includes the “inequitable allocation of Program (CACFP) benefits or services to eligible children on the basis of race, color, national origin, sex, **age**, or handicap [disability]” (FNS Instruction 113-4 XII A 2).

Please select the type of formula that your center will offer and advise parents of infants of your selection. Parents choosing to provide formula and/or age-appropriate infant food for their own infant must sign an Infant Formula/Food Sign-Off Statement, which declares that they are aware of the formula the center offers but choose to provide their infant’s formula. The center will be responsible for providing the formula selected by your center to infants whose parents do not sign the statement.

Attached is the Infant Formula/Food Sign-Off Statement. All signed statements must be retained in the center’s files for audit purposes. Note that the center must fill in the blank with the formula offered at the center.

Additional Infant Formula/Food Sign-Off Statements can be accessed on the Child Nutrition Application Program (CNAP) at [www.michigan.gov/meis](http://www.michigan.gov/meis)

1. Scroll down to the Child Nutrition Programs (CNP) and select CNAP.
2. Log into CNAP.
3. On the Home page, click on the correct fiscal year and View/Edit.
4. Scroll down to Downloadable Prototypes and select Infant Formula/Food Signoff Statement.

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If you have any questions regarding this policy, please contact Child and Adult Care Program staff at (517) 373-7391.

**Fiscal Year 2005 Operational Memos for the Child and Adult Care Food Program will ONLY be available online. We will no longer be sending operational memos via mail. You are responsible for the information in all Operational Memos. To access:**

- 1. Go to <http://michigan.gov/mde>**
- 2. Click on Programs and Offices.**
- 3. Click on Grants Coordination and School Support.**
- 4. Scroll to Resources and Related Information and click on CACFP Operational Memos.**